

CITY OF STAMFORD

SEASONAL POSITION ANNOUNCEMENT

Applications will be accepted for the following positions in the offices listed below until such positions are filled. Use a seasonal application to apply for a position. Indicate the job you are applying for by title and office, as listed below. If you are applying for more than one job, you must file a separate application for each position. Submit completed application(s) to the Human Resources Division. Applicant lists will be compiled according to date received and position sought, and sent to the hiring offices, upon management request.

Seasonal employees may be required to work nights, weekends and holidays. Priority in appointment is given to former seasonal employees with satisfactory work records. See reverse side of this announcement for further information about the seasonal application and hiring process before completing an application. Keep this announcement for future reference.

<u>OFFICE/POSITION</u>	<u>QUALIFICATION REQUIREMENTS</u>	<u>NUMBER OF POSITIONS</u>	<u>HOURLY RATES</u>
<u>RECREATION SERVICES</u>			
*Program Assistant	Age 15 or older interested in working with children ages 3-13	140	16.00 - 17.00
*Program Instructor	Knowledge and experience in specific subject area such as art, sports, dance, music, drama, cooking, etc.	20	20.00 - 50.00
*Arts and Crafts Instructor	Experience teaching Arts and Crafts to children ages 5-13	8	16.00 - 20.00
*Camp Director	College Degree; experience preferred. Valid Driver's License required for some positions.	16	27.00 - 29.00
*Special Camp Aide	Experience working with special needs children and must have passed the ParaPro Assessment or have at least sixty college credits. Age 18 or older	26	16.00 - 25.00
*Sports Instructor	Knowledge and experience in teaching in the area of sports and games for youth. Age 18 or older.	6	16.00 - 17.00
*Lifeguard	Supervise waterfront at beaches and pools. Must work holidays and weekends Memorial Day through Labor Day. Must be 16 or older and Lifeguard certified.	6	17.00 - 19.00
<u>E.G BRENNAN GOLF COURSE</u>			
*Laborer	Operation of small equipment and hand tools necessary for maintenance of a golf course. Other duties as related. General Landscaping, clean up and bunker raking	4	16.00 - 17.00
*Park Maintenance Worker	Park Maintenance: Pick debris/cut & trim grass. Knowledge of landscape machines. Clean bathroom facilities. Requirements: Driver's License & weekends (Sat/Sun)	35	16.00 - 18.00

(OVER)

**BOARD OF
EDUCATION**

*Custodian/Grounds Crew	Responsible for the custodial work required for the routine cleaning, and upkeep of the buildings and grounds during the summer season. Knowledge of the proper methods and materials used in cleaning routines. Ability to use landscaping equipment including weed whacker and lawnmower.	45	16.00 – 18.00
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**REVENUE SERVICES/
CASHIERING**

*Cashier	Process payments and perform cashiering responsibilities	1	16.00 – 18.00
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**HEALTH AND HUMAN
SERVICES**

*Vaccine Registrar	Check in patients at clinic sites, verify identification, confirm appointments, communicate with patients as needed, assist in clinic planning and management. HS diploma or GED required. Experience with community outreach, Bilingual (Spanish) preferred.	1	25.00
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THE CITY OF STAMFORD
An Equal Opportunity Employer
APPLICATION FOR SEASONAL/TEMPORARY
EMPLOYMENT

HUMAN RESOURCES DIVISION, 888 WASHINGTON BOULEVARD 9TH FLOOR, STAMFORD, CT. 06904-2152

POSITION (List One Only) _____

- RECREATION AND LEISURE SERVICES, E.G. BRENNAN GOLF COURSE, HEALTH AND HUMAN SERVICES, PARKS AND RECREATION, YOUTH SERVICES, BOE FACILITIES, REVENUE SERVICES/CASHIERING, ENGINEERING, WPCA, OTHER

NAME Last First Middle
ADDRESS Street
City State Zip Code
Have you ever worked for the city of Stamford before?
YES ___ NO ___ If yes, list by dates employed and job title(s).

SOCIAL SECURITY NO. 000 - - (LAST SIX DIGITS ONLY)
TELEPHONE NUMBER(S)
EMAIL ADDRESS
If Under Age 18 Month Day Year
Date of Birth: / /
There may be restrictions on the employment of applicants less than 18 years of age.
DRIVER'S LICENSE? NO ___ YES ___ CDL ___

Have you ever been disqualified for a position with the City of Stamford?
YES () NO () If yes, list job title and date of disqualification.
Are you related to/or have affiliation with any person now employed with the City of Stamford?
YES () NO () If yes, list name and relationship.

LIFEGUARD APPLICANTS: LIST CURRENT CERTIFICATES HELD:
DATES AVAILABLE FOR WORK:
FROM / To /
Mo. Yr. Mo. Yr.

List Any Experience You Have Had Related to the Position Applied For: _____

Special Skills and Abilities. Show Typing & Shorthand Speed. Any Machines You Can Operate.
Special Licenses, Languages, or Any Other Special Abilities: _____

CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate or misleading information given in my application may result in the rejection of this application or withdrawal of a job offer. Further, false information provided, whether willingly or accidentally, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

DATE

SIGNATURE OF APPLICANT

COMPLIANCE INFORMATION: (OPTIONAL)

The following information is needed for compliance with government reporting requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1. Your Name _____

2. Job Applied For _____

3. Gender (Please Check) Male _____ Female _____

4. Describe yourself in terms of one of the following groups. (Check one)

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

Asian

White

Black or African American

Hispanic or Latino

Other: _____ (Please specify)

FILING AN APPLICATION DOES NOT GUARANTEE A JOB INTERVIEW

SEASONAL POSITION ANNOUNCEMENT

IMPORTANT INSTRUCTIONS AND INFORMATION FOR APPLICANTS

A. JOB REQUIREMENTS

Certain seasonal positions require work at night and/or on weekends and holidays. Some positions require special licenses or certificates as listed in the job requirements on the reverse side. Candidates for most positions will be subject to a drug screen and medical examination and/or a criminal conviction record check prior to appointment.

B. APPLICATION PROCESS

1. Applications will be accepted until such positions are filled. As positions are filled, the listing will be crossed out on the announcement and/or revised announcements will be issued.
2. If you are interested in applying for more than one job, you must submit a separate application for each one.
3. Print neatly and clearly. Hiring managers are likely to overlook an illegible application.
4. Use the correct job title(s) and location(s) as listed.
5. Fill in all required blanks on the application.
6. Include a telephone number where you can be reached or receive a message. Most hiring managers will not make contact with candidates by mail.
7. Applications that are incomplete, unsigned or do not clearly identify the job sought will not be processed.

C. INTERVIEW AND SELECTION PROCESS

1. Hiring preference is given to former seasonal employees with satisfactory work records. Former employees must submit a completed application to be considered for re-employment.
2. Copies of complete and qualified applications for positions listed will be sent out upon management request only. Therefore, the hiring manager may not see your application for several days or weeks after you file it.
3. Filing an application does not guarantee that you will be called for a job interview. Due to the large number of applications received for some positions, and the preference given to previous employees, managers can often fill their job openings without interviewing every single applicant.
4. We do not give out the names or phone numbers of the hiring managers. Applicants must wait to be contacted.

Any questions not addressed by the above information should be directed to the Human Resources Reception Office (977-4726). Thank you for your interest in employment with the City of Stamford.